

OSRAP

Manual Name: Vendor Procedures	Section: 2430
Procedure Name: How to inactivate a vendor from the AGPS Vendor file	Date Issued: 3/95
	Revision: 1 Date: 10/98

PURPOSE AND DESCRIPTION:

The following procedure is to be used by the agency user to inactivate a vendor in the AGPS vendor file. The inactivation of the vendor will not remove it from the vendor file. It will show it as "inactive" on the VENC table. Periodically a PURGE RUN will be processed to remove inactive vendors from the vendor file.

Responsibility

Action

- | | |
|-------------|--|
| Agency User | <ol style="list-style-type: none"> 1. Prepares OSRAP Form 1, <u>Payee Vendor Update</u>, for each vendor to be inactivated completing the following fields: See exhibit 2. <ol style="list-style-type: none"> a. Vendor Code b. Action - '1' = Inactivate c. Name d. Reason e. Requesting Agency f. Agency Name g. Agency Contact Name h. Agency Contact Phone # i. Prepared By, Title, Date j. Approved By, Title, Date |
|-------------|--|

NOTE: **Additional documentation may be required.**

2. Determines proper routing of the form by checking the following screens:
 - a. VAWD - Inquire by vendor code. If a record displays with document type BPC, CER, CRO, CRP, EPO, FRP, LPR, POR, RPO or TPO, the form MUST be approved by the

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Office of State Purchasing. The form should be sent to:

Office of State Purchasing
Attn. Vendor Section
P. O. Box 94095
Baton Rouge, LA 70804-9095

The Office of State Purchasing will route the form upon approval.

- b. VEND - Inquire by vendor code. If Fee Paid Ind is 'Y', the form MUST go to the Office of State Purchasing Attn. Vendor Section for approval at the address listed above. The Office of State Purchasing will route the form upon approval.
- c. KVNO - Inquire by vendor code.
 - 1) If a record displays that begins with a '4', the form MUST go to the Office of State Purchasing Attn. Vendor Section for approval at the address listed above. The Office of State Purchasing will route the form upon approval.
 - 2) If the record displayed begins with a '5' and none of the preceding conditions in 2a-c1 were met, the agency forwards the form to the Office of Contractual Review for approval. The form should be sent to:

Office of Contractual Review
Attn. Marie Frank
P. O. Box 94095, Capitol Station
Baton Rouge, LA 70804-9095

The Office of Contractual Review will forward the form to OSRAP upon approval.

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- d. If none of the conditions set in sections 2a-c are met, the agency will forward the completed form to OSRAP by FAX or mail:

Division of Administration - OSRAP
P. O. Box 94095, Capitol Station
Baton Rouge, Louisiana 70804-9095
or Fax to 504-342-1053

- OSRAP Analyst 3. Reviews the AFS VDOC, OPOH, OPPH, and OPVH tables to ensure that no financial activity is pending from AGPS, CFMS or AFS against this vendor code before inactivating vendor.

NOTE: **As a general rule, OSRAP will not inactivate a vendor if financial activity is pending. Notes may be placed in the contact field until inactivation occurs.**

- Agency User 4. Files copy in vendor suspense file by Vendor Name with related documentation.
5. Reviews the VENC table periodically to determine status has been changed.
6. After the vendor has been inactivated in AGPS, pulls the copy and its related documentation filed in step 3 and files in a completed vendor file by Vendor Name.